



Superior Court of California, County of Riverside
EMPLOYMENT OPPORTUNITY

Court Interpreter/Spanish

CONTINUOUS FILING

Recruitment No. 2007-B061

SALARY RANGE: \$33.13 – \$36.20 hourly

LOCATION: Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, and Temecula.

JOB SUMMARY: Performs a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel, and the public.

MINIMUM QUALIFICATION REQUIREMENT: Possess and maintain a valid Certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

- ❖ If you are not certified or registered, please contact the State Court Interpreter Program at 866-310-0689 to obtain further information on how to become certified.

REQUIRED SKILLS & KNOWLEDGE:

- Correct usage of grammar and vocabulary of English and non-English language specified, provided the source language speaker is using correct grammar and vocabulary.
- Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive, and sight translation modes; the meaning must be conveyed accurately, not editing, summarizing, adding meaning or omitting.
- Ability to remain impartial. The ability to interpret accurately and remain impartial including in sometimes adversarial and emotionally charged situations.
- Knowledge and understanding of legal concepts and forensic terminology in both English and non-English language specified.
- Familiarity with the general range of regional and cultural variations in the specific language. Ability to conduct ongoing research into variations in terminology and usage of the specified language.
- Ability to use office equipment, including computers, telephones, and copiers, as required by the assignment. Use of transmitter and receiver equipment provided by the court for simultaneous interpretation.
- Ability to understand and adhere to California statutes, rules of court and applicable personnel rules concerning court interpretation.
- Knowledge of and adherence to interpreter ethics and standards, as stipulated in California Rules of Court Rule, 984.4, Professional Conduct for Interpreters.
- Ability to interact professionally and cooperatively with those contacted in the course of work.

WORKING CONDITIONS: Work is performed in the courtroom and related court facilities and includes, but is not limited to, contact with judges, staff attorneys, and the public. The position requires the ability to concentrate and deliver interpreting services in a busy and fast-paced environment. Courtroom interpreting requires the ability to adjust to speakers with differing voices and accents at varying rates of speed. Interpreters come into contact with a wide variety of people from differing educational and economic backgrounds. Travel within the county is required. Travel between counties is required if the interpreter accepts cross assignments.

LICENSE: Must possess a valid driver's license.

HOW TO APPLY: Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4050 Main Street, Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov, or on the internet at <http://www.riverside.courts.ca.gov/jobs/>. Completed application materials may be submitted in person, by e-mail, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Employment Benefits:

Starting Salary: New employees usually start at the beginning step of the salary range.

Vacation: New employees accrue vacation at a rate of ten (10) days per year. In the fourth year (6,241 hours of service), vacation increases to fifteen (15) days per year. After 10 years (18,721 hours of service), vacation increases to twenty (20) days per year.

Work Week: Typical schedule is a 40-hour workweek, Monday through Friday, from 8:00 am – 5:00 pm. Employees are paid bi-weekly on Friday.

Holidays: The Superior Court observes all state holidays. Holidays are New Years Day, Martin Luther King Jr., Lincoln Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

Health Insurance: Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental and vision coverage.

Life Insurance: Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

Human Resources Office: The Superior Court Human Resources Office is located at 4050 Main Street, Lower Level, downtown Riverside.

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main Street, Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181.

Website: Job opportunities are listed on the Superior Court website at: <http://www.riverside.courts.ca.gov/jobs/>. The application form is available at this site in Adobe PDF and MSWord format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): If changes occur after submission of the application, applicant is responsible for submitting changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department.

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign an INS-9 form verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Employee Status: Employees in this classification serve a 2,080-hour probationary period and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.

Physical Requirements

Stamina to sit and/or stand and concentrate for extended periods; corrected hearing and vision to normal range.

Assigned recruiter: E. Cisneros